



## **TRANSFER OPPORTUNITY FOR CURRENT STATE EMPLOYEES**

### **OFFICE TECHNICIAN (TYPING)**

**AUDIT UNIT – LOS ANGELES**

**DEPARTMENT OF INDUSTRIAL RELATIONS**

**DIVISION OF WORKERS' COMPENSATION**

Position: Office Technician (Typing)  
Salary: \$2510.00 – 3050.00  
Location: 320 West 4<sup>th</sup> Street, 9<sup>th</sup> Floor, Los Angeles, CA 90013

Duties: Under the supervision of the Supervising Workers' Compensation Compliance Officer, the Office Technician (Typing) for the Los Angeles Audit Unit of the Division of Workers' Compensation, handles the responsibility of entering and maintaining data related to southern California workers' compensation claims adjusting locations; with approval from the Sup WCCO, performs assignments assigned by the Investigations Section Supervisor; acts as lead and provides functional guidance in training and assisting less experienced employees in the office; and performs other duties assigned. Expected to exercise a high degree of initiative, independence, and originality in performing assigned tasks, the incumbent performs the following assignments: In a clerical capacity, assists the supervisors in review and analyzing Annual Reports of Inventory from claims administrators, including explaining regulatory requirements for filing reports and preparing Notices of Intent to Assess Audit Penalties for claims administrators' failure to file reports; assists the Staff Services Analyst (Gen) in entering and maintaining a database based on data in the annual reports to track the numbers of claims reported at southern locations of California workers' compensation claims administrators - the database is used to select southern adjusting locations for routine and target audit selections on complaints to claims ratios at adjusting locations; compiles and enters audit-related data into periodic management information systems reports; collects and processes audit penalties, including contacting and writing to southern audit subjects to obtain payment when it is not received timely and in preparation of evidentiary documents and materials for civil penalty hearings, appeals of audit findings and LC 5814.6 administrative assessments for defense of AU by DWC Legal; identifies and meticulously records the evidentiary documents and materials that led to the findings and charges; monitors and assists marking the documents and materials to reflect a reliable chain of evidence and showing the source and date obtained for each document. Answers telephones and communicate with the public regarding detailed and sensitive matters, and directs calls when appropriate to Audit Unit personnel, the Audit Unit Supervisor, and/or Audit Unit Manager; independently writes correspondence involving the knowledge and application of detailed regulations, policies and procedures; prepares and directs incoming and outgoing mail to proper personnel, including detailed and sensitive/confidential correspondence; calculates claim log populations and generates the random sample group of claim files selected for audit review; and reviews preliminary and final audit reports for consistency between forms, typo errors and mathematical errors; and performs other duties as required.

**SROA and Surplus Employees will be given first consideration and are encouraged to apply. Current State employees** who are eligible for transfer or list appointment to the above class may apply by sending an application to:

Department of Industrial Relations, Division of Workers' Compensation – Audit Unit  
320 West 4<sup>th</sup> Street, 9<sup>th</sup> Floor, Los Angeles, CA 90013  
Attention: Cora Lee, Sup. Workers' Compensation Compliance Officer  
Tel No: (213) 576-7428

**Applications accepted until August 15, 2005, or until position filled**

Applications will be reviewed and interviews for some or all applicants may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

